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## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Project Administrative Planning Staff, DD/A

NO.

DATE

18 June 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. SE/1 SE/EX	1313 J	22 JUN 1954	22 June	[initials]	
2.					
3.					
4. SE/CAL			24 June	[initials]	
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12. SE/1				[initials]	
13.					
14.					
15.					

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCES METHOD EXEMPTION 3828  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

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OBLIVIOUS

SE Division Proprietary Project  
Amendment No. 1 - Administrative Plan

The project Administrative Plan of 28 April 1954 shall be amended to read as follows:

IV. Protection of Government Interest and Control

14. The contract(s) executed between KUBARK and the voting members of HTNEIGH shall be prepared by the Special Contracting Officer of the Personnel Office, with the concurrence of the SE Division and the Commercial Division; shall outline the individual responsibilities of the members of HTNEIGH; and shall cover at least the following points:

(a) Except where prior authority has been received from the SE Division, or where a specific expenditure has been explicitly provided for and itemized in the approved project budget, and other than as provided for by paragraph 17 below, HTNEIGH shall not incur any obligation which will involve in the aggregate, an expenditure in excess of \$100 for a single purpose;

(b) . . . . .

\* \* \* \* \*

CONCUR:

/s/ [ ]  
SE Division

[ ] May 1954  
Date

/s/ [ ]  
CM Division

[ ] Jr.  
Date 5/21/54

/s/ [ ]  
OGC

[ ] 24 May 1954  
Date

/s/ [ ]  
Comptroller

[ ] 5/26/54  
Date

/s/ [ ]  
Security Office

[ ] 26 May 1954  
Date

/s/ [ ]  
Staff C

[ ] 5/27/54  
Date

/s/ [ ]  
Cover Division

[ ] 25 May 1954  
Date

/s/ [ ]  
Personnel Office

[ ] 5/25/54  
Date

/s/ [ ]  
Logistics Office

[ ] 28/54  
Date

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MEMORANDUM FOR: Deputy Director (Plans)

MAY 21 1954

SUBJECT : Amendment No. 1 to the Administrative Plan for  
SE Division Proprietary Project OBLIVIOUS

Background and Purpose of Amendment

1. OBLIVIOUS, a subproject of OBOPUS, is designed to provide KUBARK support for HTNEIGH, a committee of Soviet Satellite refugees, which constitutes an overt mechanism for PP activities directed at their homeland, the target of the project.

2. On 28 April 1954, an Administrative Plan was approved for this project which provided in part as follows:

"14. The contract(s) executed between KUBARK and the voting members of HTNEIGH shall be prepared by the Special Contracting Officer of the Personnel Office, with the concurrence of the SE Division and the Commercial Division; shall outline the individual responsibilities of the members of HTNEIGH; and shall cover at least the following points:

(a) Except where prior authority has been received from the SE Division, and other than as provided for by paragraph 17 below, HTNEIGH shall not incur any obligation which will involve in the aggregate, an expenditure in excess of \$100 for a single purpose. The provision of an itemized budget for a stated period shall be deemed to be prior authorization within the meaning of this subparagraph;

(b) . . . . .

3. The purpose of this amendment is to clarify the wording of subparagraph 14. (a) so as to avoid a misconstruction of the intent thereof in applying appropriate controls to this project. The proposed amendment has been considered by all KUBARK elements signatory to the original Plan, and is recommended for your approval.

Chief  
Project Administrative Planning Staff, DD/A

Project Officer

PAPS/DDA/RLB:jas  
(21 May 1954)

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ORLIVIOUS  
Amendment No. 1

APPROVED, by direction of DD/P

/s/ 7  
Chief of Administration, DD/P

5 June 1954  
Date

AUTHORIZED

/s/ 7  
Deputy Director (Administration)

11 June 1954  
Date

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## ROUTING AND RECORD SHEET

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FROM:

Project Administrative Planning Staff, DD/A

NO.

DATE

30 April 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. SE/EX SE/1	1313 J	3 MAY 1954	MAY 8 '54	[initials]	
2.					
3.					
4. SE/CAL					
5.					
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7. SE/1					
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APR 20 1954

**MEMORANDUM**

**TO :** Deputy Director (Plans)

**SUBJECT:** Administrative Plan for SS Division  
Proprietary Project OBLIVIOUS

**I. Background**

1. Under a succession of program and project designations (BOFIEND, OBOPUS and HTNEIGH), KUBARK has, since 1949, provided operational guidance and financial support to a committee of Soviet Satellite refugees informally associated in a joint venture for the ostensible purpose of publicizing the plight of the inhabitants of their homeland and acting as the focal point for anti-Communist exiles of the same origin; at the same time the committee has provided KUBARK with an overt mechanism for its PP activities directed at the target country.

2. HTNEIGH (the committee) operated from two offices: one in New York, which until September 1953 constituted in effect a sub-activity of TPTONIC, and one in [ ] The New York office of HTNEIGH was budgeted, funded and accounted for through TPTONIC. However, due to limitations in the Fiscal Year 1954 budget of TPTONIC, that project could no longer be utilized to fund the activities of HTNEIGH in the U. S. Therefore, an Administrative Plan was developed for the independently conducted proprietary activities of the committee under Project OBOPUS/HTNEIGH, and approved 27 November 1953, upon condition that steps be initiated at the earliest time to incorporate HTNEIGH so as to eliminate the possibility of complications arising with respect to questions of civil liability and determination of property interests.

3. Since the approval date of the extant Administrative Plan the operational aspects of the project have been reorganized. The [ ] office of HTNEIGH is now funded from New York, and the publication of a newspaper and bulletin mailed to satellite exiles all over the world, is now also conducted from New York. Hence, all overt expenditures of HTNEIGH, including the compensation of committee members actually located overseas, are now disbursed from the New York office, and the [ ] office will cover its expenses from a petty cash fund reimbursed at monthly intervals from the New York office.

**II. Need for the Attached Plan**

4. It is proposed that the attached Administrative Plan supersede in

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entirely the approved Plan of 27 November 1953. Although basic controls of the former Plan have been retained, these have now been adjusted to reflect the proposed incorporated status of the cover mechanism, the re-cast operational aspects of the activity, and the evolution of Agency administrative procedures during the intervening period. It should be noted that HTNEIGH is not yet an incorporated entity, but that incorporation will be undertaken as provided in the attached Plan as soon as feasible after return to PBPRIME of certain members of the organization who will act as its incorporators. Like its predecessor, the attached Plan has been formulated on the assumption that legitimate contributions which may be obtained by the committee may be used to supplement the project budget.

### III. Approval

5. Project OBLIVIOUS (formerly Project HTNEIGH) has been a sub-project of OBOPUS (formerly BOFIEND). OBOPUS was included in the Fiscal Year 1954 operational program of the SE Division, and approved by the DCI on 7 August 1953 in the amount of [ ] of which [ ] was allocated to certain proprietary activities designated as OBOPUS/HTNEIGH. Hence, this activity presently operates under the approval granted to Project OBOPUS. However, the SE Division now proposes that, beginning with Fiscal Year 1955, all activities under Project OBLIVIOUS be separated from OBOPUS and consolidated into the proprietary mechanism for which procedures are provided in the attached Plan. It is estimated that the cost of Project OBLIVIOUS for Fiscal Year 1955 will be [ ]

### IV. Administrative Plan

6. The attached Administrative Plan has been concurred in by the interested staffs and divisions, as evidenced by the attached concurrence sheet, and is recommended for your approval.

[ ] Chief  
Project Administrative Planning Staff, DD/A

[ ]  
Project Officer

FAPS/DDA/RLB/mle  
(14 April 1954)

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**OBLIVIOUS  
SE Division Proprietary Project  
Administrative Plan**

**1. Organization and Conduct of the Cover Mechanism**

1. HTNEIGH, the overt instrumentality of this project, shall be incorporated as a non-profit membership association or charitable foundation, in a state to be selected by the Office of the General Counsel, with the concurrence of the SE Division. HTNEIGH shall maintain an office in the New York area for the ostensible purposes set forth in paragraph one (1) of the memorandum attached hereto; such office shall actually be used to control the operation of the project.

2. The Office of the General Counsel, in conjunction with a cleared attorney, shall apply for tax exempt status for HTNEIGH.

3. HTNEIGH shall have a Board of Directors of not more than five (5) persons, all witting, who shall meet at least annually, and who shall be the voting members of HTNEIGH. From among their number the voting members shall elect a president, a vice-president, and a secretary-treasurer for the organization.

4. HTNEIGH may also have non-voting members and full- or part-time employees recruited in accordance with instructions provided by the SE Division, with the concurrence of Staff C/SPB and the Security Office, as appropriate; and whose membership or employment shall conform to the security criteria provided in Section V below, provided that the designation of the member or employee of HTNEIGH responsible for the maintenance of financial records and the preparation of financial reports, shall also have the approval of the Commercial Division and the Office of Comptroller.

5. All voting members of HTNEIGH shall be KUBARK covert associates, and the salaries and other compensation to which they may be entitled, if any, pursuant to their contract(s) with the Agency, shall be drawn as ostensible salary from HTNEIGH after appropriate adjustments for security reasons and for compliance with the statutory requirements of Federal, State, and local authorities. The additional compensation, if any, to which each such individual may be entitled, shall be credited to his account with KUBARK.

6. Travel, quarters, subsistence and entertainment expenses incurred on its behalf by Directors, officers, members and employees of HTNEIGH

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shall be on an actual, reasonable and necessary expense basis, consistent with like expenses of comparable non-profit foundations or charitable organizations, and within the amount provided therefor in the approved budget for the project. Copies of all vouchers and/or other substantiating documentation for these expenses shall be attached to the periodic accountings rendered by HTNEIGH to the SE Division, and shall be reviewed at least at quarterly intervals by the SE Division and Commercial Division, who shall advise the Chief of Administration, DD/P, in the event the claimed expenses do not appear actual, necessary or reasonable.

## **II. Budget**

7. The SE Division shall prepare an itemized budget for the project, at least at annual intervals, which shall have substantiating detail adequate to the needs of operating the project for the ensuing Fiscal Year, and which shall be concurred in by the Commercial Division and the Office of Comptroller. This budget shall be in accordance with the terms and conditions of the applicable project or program approval and shall cover the provision of funds to the project; such budget shall include an estimate of income anticipated from non-KUBARK sources. Changes in the categorized limitations of the budget may be made by the SE Division, with the concurrence of the Commercial Division.

## **III. Funding**

8. The Finance Division, Office of the Comptroller, shall advance funds for the project within the amounts of its approved allotments, upon request of the SE Division.

9. Financial support received from KUBARK by the cover mechanism of this project shall be introduced into the New York bank account of HTNEIGH in a covert sterile manner jointly agreed to by the SE Division, the Finance Division and the Cover Division. All monies received, negotiated, or disbursed by HTNEIGH shall pass through this corporate account. In addition thereto, a petty cash fund not to exceed \$500.00 at any given time, shall be set up at the Rome office, and reimbursed at monthly intervals on the basis of accountings rendered by the Rome office to the New York office.

10. HTNEIGH shall not disburse any monies unless such disbursements (a) when of KUBARK funds, are within the categorized limitations of the approved budget and sub-allotments thereof; or (b) when of non-KUBARK funds, have been approved and/or directed by the SE Division.

## **IV. Protection of Government Interest and Control**

11. The SE Division shall obtain and forward to the Office of the General Counsel and the Commercial Division for review, copies of the articles of

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incorporation, by-laws, and other formal documents or memoranda of the meetings of the Directors or members of HTNMEIGH.

12. Since it is operationally undesirable to obtain signed letters of resignation, the by-laws of HTNMEIGH shall include a provision that the conditions of employment or membership of any individual thereby or therein shall be determined by the Board of Directors.

13. Funds may be disbursed from the New York bank account of HTNMEIGH by signature of any two of the three officers thereof.

14. The contract(s) executed between KUBARK and the voting members of HTNMEIGH shall be prepared by the Special Contracting Officer of the Personnel Office, with the concurrence of the SE Division and the Commercial Division; shall outline the individual responsibilities of the members of HTNMEIGH; and shall cover at least the following points:

(a) Except where prior authority has been received from the SE Division, and other than as provided for by paragraph 17 below, HTNMEIGH shall not incur any obligation which will involve in the aggregate, an expenditure in excess of \$100.00 for a single purpose. The provision of an itemized budget for a stated period shall be deemed to be prior authorization within the meaning of this sub-paragraph.

(b) The categorized limitations expressly imposed in the itemized approved budget for any given period may not be exceeded without prior approval of the SE Division and the Commercial Division.

(c) HTNMEIGH shall observe security, fiscal and accounting procedures prescribed and provided by KUBARK.

(d) HTNMEIGH shall be audited in a manner and at intervals designated by KUBARK.

(e) HTNMEIGH shall hold all funds received from non-KUBARK sources within its control, subject to instruction from KUBARK as to disposition and as to accounting to non-KUBARK sources for the disbursement of such funds.

(f) Unless it shall have express prior approval from the SE Division, as concurred in by the Office of the Comptroller and Commercial Division, HTNMEIGH shall not borrow on its secured or unsecured credit from any source whatsoever, nor shall it enter into any commitments to mortgage or pledge any of its fixed assets without such concurrence; and,

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(g) The SE Division shall provide HTNEIGH with policy and administrative guidance not inconsistent with the terms of this Plan through assigned case officer(s), and HTNEIGH shall carry out its program and activities in accordance with the policy guidance received from such case officer(s).

#### **V. Security**

15. All witting personnel utilized under this project shall be previously cleared by Staff C/SPB or the Security Office, as appropriate. In addition, and where possible, at least the names of all other persons who are deemed to be in a position to compromise, embarrass or interfere with the operation, must be submitted to Staff C/SPB for security review.

16. The number of non-voting members of HTNEIGH shall be kept to the absolute minimum necessary in the judgment of the SE Division to the success of the operation. Each individual who, in the judgment of the SE Division, is required to have knowledge of the sponsorship of HTNEIGH by ODYOKE shall have, in advance of his acquisition of the information, appropriate clearance as specified in paragraph 16 above, and shall then, if he is to be used on a continuing basis, execute either a secrecy agreement and a Memorandum of Understanding or a written contract with KUBARK, or, at the discretion of the SE Division, a memorandum shall be furnished to the Special Contracting Officer of the Personnel Office which shall set forth KUBARK's responsibilities in this connection.

#### **VI. Real Property**

17. Upon expiration of any lease heretofore consummated by HTNEIGH the president thereof, or his designee, shall be authorized to consummate a lease for the premises to be occupied by it, in term not to exceed one year (containing, if possible, an appropriate cancellation clause); with rental not exceeding \$3,600.00 annually; for an area not exceeding 2,000 square feet; and with advance payment not exceeding rent for a six month period. A sterile copy of any lease executed by HTNEIGH shall be forwarded to the Logistics Office for retention.

#### **VII. Accounting and Reporting**

18. HTNEIGH shall maintain such accounts and records as may be necessary properly to record and control all income and expenses. Such records and accounts will be set up and maintained in accordance with procedures prescribed by the Office of the Comptroller, and concurred in by the Commercial Division.

19. HTNEIGH shall submit to the SE Division, at monthly intervals (except as indicated) within 15 days after the close of each calendar month,

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beginning with that month during which this Plan shall be approved, the following financial reports:

(a) A Balance Sheet;

(b) A Statement of Income and Expense, which shall clearly distinguish between funds received from KUBARK and those received from non-KUBARK sources during the period; which shall classify expenses by purpose and object; and which shall have attached thereto a schedule itemizing the compensation of, and other payments to, each individual compensated by HTNEIGH during the period; and

(c) A Schedule of fixed assets (to be submitted semi-yearly).

Each report or statement submitted by HTNEIGH to the SE Division shall be accompanied by a certificate from the officer responsible for the preparation of such report, who shall attest thereby that such report or statement reflects to the best of his knowledge and belief the financial status or activities of HTNEIGH on the date or during the period indicated. After review and sterilization by the SE Division, each such report shall be forwarded to the Finance Division and a copy thereof to the Commercial Division for analysis and retention, except that the schedule of fixed assets shall be forwarded to the Logistics Office.

20. In addition to the financial reports submitted, HTNEIGH shall furnish to the SE Division, as of the balance sheet dates, a report of accomplishment, which will include a statement of the specific means and measures considered and/or acted upon during the period by HTNEIGH, and such other pertinent information as will enable the effectiveness of HTNEIGH's activities during the period to be evaluated. This report will be signed by an authorized officer of HTNEIGH and forwarded to the SE Division case officer for review.

#### **VIII. Writeoff and Financial Control**

21. A certificate jointly executed by the Division Approving Officer and the responsible operating officer, attesting that the former has (a) reviewed the financial reports submitted by HTNEIGH and (b) approved all expenditures made during the period as expended in the best interest of the Agency; and that the latter has (a) reviewed and approved the monthly reports of accomplishment submitted by HTNEIGH; and (b) deems continued support of the activity to be warranted, shall accompany each financial report, or group thereof, submitted to the Finance Division.

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22. The Authorized Certifying Officer, Finance Division, shall accept the monthly financial reports submitted by HTNEIGH to KUBARK when accompanied by the joint certification of the Division Approving Officer and the responsible operating officer, as an accounting for funds advanced under this project, and for appropriate recording in the KUBARK system of accounts.

**IX. Audit**

23. An audit program, which shall provide for at least an annual audit shall be determined and carried out in accordance with applicable KUBARK regulations.

**X. Liquidation**

24. HTNEIGH shall not be terminated, dissolved, or its assets disposed of, without prior joint approval of the DD/A and DD/P.

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ORIGINATOR

APPROVED, by direction of DD/P

La 7  
Chief of Administration, DD/P

25 April 1954

AUTHORIZED

La 7  
Acting DD/A

20 April 1954

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OBVIOUS  
Concurrence Sheet

[ ] SE Division	16 April 1954 DATE
[ ] Logistics Office	19 April 1954 DATE
[ ] Office of General Counsel	16 April 1954 DATE
[ ] Office of the Comptroller	12 April 1954 DATE
[ ] Commercial Division	13 April 1954 DATE
[ ] Cover Division	19 April 1954 DATE
[ ] Personnel Office	18 April 1954 DATE
[ ] Security Office	16 April 1954 DATE
[ ] Staff C	16 April 1954 DATE

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